



Human Resources Newsletter

July 2002 News

What's New, What's Hot

- Effective July 1, responsibility for DOTD's Equal Employment Opportunity and Affirmative Action programs is being transferred from the Compliance Programs Section to the HR Section. Additionally, HR will handle all discrimination (including sexual harassment) complaints. PPM's are being revised to reflect changes, but in the interim, employees may contact Dee Everett (379-1239) to report discrimination complaints. Information on DOTD's EEO program and Affirmative Action plan may be directed to Janice Drake (379-1222).
- HR welcomes our new employee: Lanya Ourso, Administrative Secretary

Special Events

- July 4 - Independence Day
- July 5 - Day-off (State holiday) as proclaimed by the Governor
- July 10 - New Hire Orientation for Baton Rouge Headquarters
- July 23 - Supervisor/Manager awareness training on how domestic violence impacts the workplace (9 a.m. to 3 p.m. in HQ Auditorium)
- July 24 - Employee awareness training on domestic violence and how it affects the workplace (Offering two identical sessions-9 a.m. or 1 p.m.)
- July 24 - SCHR meeting, 8:00 a.m., 2nd floor conference room
- July 31- August 1 - HR Training, District 05 (Hot Topics & Writing PPR Expectations)

HR Unit Updates

Compensation Unit

- ET Job Study:** The HR Compensation Unit has completed the allocation process of all DOTD engineering technician positions. Incumbents whose positions were upgraded should have received pay adjustments no later than the 6/28/02 pay check.
- Other Job Studies:** Results of the following jobs studies will be considered at the 8/7/02 Commission Pay Hearing; subsequent approval by the Governor will also be required to implement pay/title changes:
 - Environmental Impact Series
 - Real Estate Series
 - Compliance Programs Series
 - New/revised Intermodal Transportation Series
 - DOTD Safety and Compliance Series
 - Bridge/Marine Administrator and Assistant jobs
- New Pay Schedules:** The CS Commission will also consider the following new pay schedules at the 8/7/02 Pay Hearing:
 - Skilled Trades (WS) Schedule
 - Protective Series (PS) Schedule(For more information regarding the proposed pay schedules, view General Circular # 1489 at the CS Website, www.dscs.state.la.us.)



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HR Unit Updates (continued)

Employee Relations Unit

- For those employees who wish to take advantage of DOTD's Educational Leave/Tuition Reimbursement Program this fall, you may submit your application.

Operations Unit

- On 5/14/2002, the Governor implemented a 2% increase on the minimum and maximum of the GS Pay Grid. DOTD's pay plan has been updated and distributed to all districts and sections. You may view a copy of the pay plan on the INTRANET at [http://ladotnet:8005/home.asp?page=payscale\\$](http://ladotnet:8005/home.asp?page=payscale$).

Personnel Management Unit

- For those employees who wish to take advantage of DOTD's Educational Leave/Tuition Reimbursement Program this fall, you may submit your application.
- **PPR reminder:** When employees transfer to a new Rating Supervisor just before anniversary date, losing supervisor should conduct a "close-out" rating and forward to new Rating Supervisor to consider when completing annual PPR rating.
- This headquarters is proud to announce that the following employees have been selected to be honored through the Headquarters' Employee Recognition Program for the quarter ending June 30, 2002:
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HR Unit Updates (continued)

Personnel Management Unit

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Employee of the Quarter
(\$ 500.00 Award)

Amber Croissant
Executive Services Assistant
Section 64, Gang 001, Public Works

Manager of the Quarter
(\$ 500.00 Award)

Eric Jeansonne
Photogrammetry Manager
Section 30, Gang 002, Location & Survey

Best Team of the Quarter
(Share \$ 1,000.00 Award)

Team Leader: Janice Guillory

Team Members: Robin Boudreaux, Helen Carmona, Olga Corominas,
Ingrid Francis, Theresa Meliet, Pamela Ordeneaux, Larry
Salisbury, Linda Stockwell and Michael Watts

Secretary's Award of Excellence

Carlton Neil Bennett
Engineer Technician 7
District 08, Gang 500, Alexandria District
(Awarded \$200)

Helene Cumbaa
Administrative Manager 3
Section 19, Gang 001, LTRC
(Awarded \$200)

Randolph Anding
Office Manager 3
Section 26, Gang 007, Procurement
(Awarded \$200)